

## Postsecondary Transition Plan – PTP Frequently Asked Questions & Answers

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**1) When must a PTP be submitted to DPI?**

A PTP must be submitted to DPI by a district user with the access role of either director/designee or super user within 30 days of an IEP meeting date.

**2) Where can I find lists of the Career Cluster/Pathways/Careers used to create a Postsecondary Goal for Employment?**

DPI's Indicator 13 Webpage includes an excel list of all Career Clusters/Pathways/Careers used within the PTP application dropdowns: <http://sped.dpi.wi.gov/files/sped/xls/spp13-ctp-career-cluster-master.xls>

An additional resource to search for Careers can be found at: [http://profiles.keytrain.com/profile\\_search/](http://profiles.keytrain.com/profile_search/)

**3) I am attempting to login to the PTP and get the following message:**

***a) "An intruder has attempted to access your account"***

A message like this means that you have attempted to login by entering either an incorrect WAMS ID or password and your account has been deactivated/locked.

First try the WAMS Account Recovery process:

<https://on.wisconsin.gov/WAMS/AccountRecoveryController?RSAction=FSI>

The Account Recovery process may not work because of one of the following:

- your account has been disabled due to inactivity;
- you do not have access to the email address on file; or
- you do not know the answer to your secret question.

In those scenarios, send an e-mail to [Help Wisconsin Support](#):

<https://on.wisconsin.gov/WAMS/FormattedEmail> to open a ticket with the WAMS help desk.

***b) "You have successfully logged out"***

The message can have multiple meanings. Most commonly it means you have successfully set up a WAMS account, but have not been granted access to the PTP by your local school district.

Contact the PTP Application Administrator for your district here:

<https://apps2.dpi.wi.gov/ldsutil/admin/lookup>

**4) I am now working for a new school district, do I need to create a new WAMS ID?**

No, simply go to WAMS profile management

page: <https://on.wisconsin.gov/WAMS/ProfileManagementController?RSAction=PM> .

Log in with your WAMS ID information, and then update your contact information. Your new school district will need to grant you access to the PTP application with the same WAMS ID.

It is very important to keep your email address up-to-date as any correspondence regarding your WAMS ID, password or other information will be sent to the email address listed when completing self-registration for your WAMS account.

Ensure the school district you are leaving revokes your PTP access!

See list of PTP Application Administrators for any district here:

<https://apps2.dpi.wi.gov/ldsutil/admin/lookup>

**5) What do I do if I lost or forgot my WAMS ID or password?**

Complete WAMS account recovery:

<https://on.wisconsin.gov/WAMS/AccountRecoveryController?RSAction=FSI> to restore your account if you cannot remember your password or WAMS ID.

If you no longer have access to the email address that is on file with your WAMS ID or cannot remember the answer to your secret question go here:

<https://on.wisconsin.gov/WAMS/FormattedEmail>

**6) Is there a listserv to announce changes to the PTP?**

No, the “What’s New with the PTP” page [http://sped.dpi.wi.gov/sped\\_tran-ptp-new](http://sped.dpi.wi.gov/sped_tran-ptp-new) was created to provide announcements and alerts regarding the PTP application.

## 7) Why can't I find the student for whom I am searching?

The PTP student lists in the '**Create PTP**' tab are generated from the Wisconsin Student number Locator System (WSLS). The WSLS is used to:

- Assign new Wisconsin Student Numbers (WSNs) to students entering Wisconsin Public Schools,
- Ensure that the WSNs stay with students as they move from school to school and district to district, and
- Update WSLS data when students exit a school or when data used for matching change (e.g. legal names).

The WSN is a unique, unduplicated student identification number assigned to each student enrolled in Wisconsin public schools. It is essential that the student's WSN is assigned to the correct district and school.

### 7.1) Students that have not had a PTP yet or have transferred from another district (Create PTP tab)

**a) The student's name in WSLS is spelled slightly differently to what you have typed in.**

Widen your search criteria. It is not required to enter information in all search criteria boxes available. For example, enter the first few letters of the last name, leave the rest of the fields blank and click search.

**b) The student is not currently enrolled in WSLS at the school you have selected.**

Make sure that you have selected the school that the student is currently enrolled in. If you haven't, select the '**Create PTP**' tab again to select a different school.

Once you have tried to correct both **a)** and **b)** above, notify the PTP Director/Designee in your district that you cannot find the student you are searching for. The director/designee will work with the Wisconsin Student Locator System (WSLS) Coordinator in your district to ensure the student's WSN is assigned to your district and school.

### 7.2) Students that have had a PTP created at the district in the past (Revise Submitted PTP tab)

**a) The student's name in the previously submitted PTP is spelled slightly differently to what you have typed in.** Widen your search criteria. It is not required to enter information in all search criteria boxes available. For example, enter the first few letters of the last name, leave the rest of the fields blank and click search.

**b) The student is not assigned (in the PTP) to the school you have selected.**

Go to the Reports tab and choose 'Student History'. Search for your student here (first few characters is fine). Verify which school the student is currently assigned to. **If the student is not assigned to the correct school, contact your PTP Director/Designee to correct this.**

You can still move forward with creating the revision by selecting the school indicated in the '**Student History**' report on the Revised Submitted PTP tab.

## 8) How can a record created without a Wisconsin Student Number (WSN) be submitted to DPI?

In order to submit the record, the PTP director/designee must first complete a WSN match for all records created through the “Can’t find the student I’m looking for?” option in the Create PTP tab.

For directions on this process, see the “Complete a WSN Match” module on the [Indicator 13 webpage](#).

## 9) Why isn’t the WSN Match process finding a WSN for my student?

Below is a summary the items that are matched between the PTP and WSLS and how to correct the PTP and/or WSLS when the WSN match is not working. Only Directors/Designees can perform the WSN Match.

Item that must match between PTP and WSLS	How To Fix if PTP is wrong (PTP Director/Designee)	How to fix if WSLS is wrong (District WSLS Coordinator)
First name (don't enter middle initials in first name field in PTP)	Edit Student button on WSN Student Match popup	Update Legal name in WSLS
Last name	Edit Student button on WSN Student Match popup	Update Legal name in WSLS
Birth Date	Edit Student button on WSN Student Match popup	Update birth date in WSLS
School in PTP is same as school student is currently enrolled at in WSLS	Move Student tab	Update student enrollment location and/or entry/exit dates.

## 10) Why does the “Submit PTP” option sometimes not appear on the PTP completion page?

If “Submit PTP” does not appear on the PTP completion page, the record was created without a Wisconsin Student Number (WSN) or you are a District User and do not have rights to Submit the PTP .

The PTP director/designee will need to complete the WSN match to enable “Submit PTP.” Either a Super User or Director/Designee can submit the record if the record already is linked to a WSN.

If, in the **‘Locked PTPs Awaiting Submission Report’**, the WSN number column shows “0”, the record was created without a WSN (see below). Utilize the “Reports” tab to monitor this in your district through the **‘PTP Records – Students with No Associated WSN’** report.

Main Menu Create PTP Finish PTP Revise PTP Reports Feedback Exit				
Locked PTPs Awaiting Submission				
School	Student	WSN	Locked Date	Modified By
Memorial High	Sherman, Paul	0	9/19/2012	Dawson, Wendi
Memorial High	paell, phgtotoo	0	11/7/2012	Dawson, Wendi
McNeel Middle	dawson, Wendi	0	11/8/2012	Dawson, Wendi
Memorial High	aare, poygith	1642623473	11/15/2012	Dawson, Wendi

 Download Report to Excel

### 11) Can a locked PTP be revised?

Yes. The Director/Designee has the ability to unlock a PTP for revisions such as spelling errors. Content revisions are IEP team decisions, and must be completed through the **'Revise Submitted PTP'** tab. Submit the PTP first, then go to this tab to make content revisions.

**NOTE:** Do NOT select one of the Revise links if you only want to view the previously submitted PTP. Selecting one of the Revise links immediately creates a copy of the PTP that must be deleted by your Director/Designee if created in error.

**Instead go to the Reports tab and use the 'Student History' report to view previously submitted PTPs for a student.**

### 12) How does an IEP team update/revise a submitted record?

See training module "Revise PTP" on the [Indicator 13 webpage](#).

### 13) When a student's PTP is changed at an annual IEP team meeting, will a record of the student's previous PTP be maintained?

Yes, all submitted PTPs are maintained in the PTP database. See the **'Student History'** report on the Reports tab.

### 14) Can multiple teachers working with the same student access the student's PTP?

Yes. Any user given PTP access to the all schools in the LEA or the specific school the PTP is assigned to can access the PTP record.

### 15) When a student's PTP record is changed, is there a log that shows by whom and when changes were made?

Yes. For records that have not yet been submitted, there is a log of when/who created the PTP and when/who modified (or last entered) the PTP record. See the **'Finish In-Process PTP'** tab.

PTP ID	Student	Meeting Date	Last Step	Date Created	Created By	Date Modified	Modified By	Locked
1967	RHOJASQ, NIJO Y	8/19/2012	20	8/19/2012 9:36 PM	Dawson, Wendi	8/23/2012 9:33 PM	Dawson, Wendi	Y
1968	TION, GUORIH R	8/19/2012	14	8/19/2012 9:36 PM	Dawson, Wendi	8/24/2012 9:20 AM	Dawson, Wendi	N

The PTP also tracks when/who locked and submitted the PTP. This information can be seen in the Reports tab on the respective **'Locked But Not Submitted'** and **'Submitted'** reports.

### 16) Can a course of study be uploaded or attached in Step 17 of the PTP?

This function is not available at this time. Classes must be entered via the methods provided within the PTP.

**17) When using the "CWCS" method for developing a course of study, what if a student's class is not contained in any of the course listings (e.g., earning credit through community activities like employment or volunteering)?**

If you can't find a course or the student's course is not contained in any of the course listings, select "Miscellaneous" in the subject area drop down, then click "Search." At the secondary level, select either "General Studies Miscellaneous" or the appropriate "Miscellaneous" course(s) from the options available and enter the course title. At the elementary level, select the appropriate "Miscellaneous" course(s) from the options available and enter the course title.

**18) Can the CWCS course titles be edited?**

No.

**19) Who is responsible for completing and submitting a student's PTP record when the student attends a nonresident LEA?**

The district that submits ISES October 1 Child Count is the district to which the Wisconsin Student Number (WSN) is assigned and should complete and submit a student's PTP record.

**20) If a student with a disability attends a private school under the voucher program, is a private school required to use the PTP program?**

It is the responsibility of the public school to which the student's Wisconsin Student Number (WSN) is assigned to complete and submit the student's PTP.

**21) How will the PTP work at sites where there is no internet like a jail or alternative site?**

The PTP worksheet available on the [Indicator 13 webpage](#) should be used to create a PTP only when the online PTP application is unavailable. Print and/or save a copy of this worksheet for future use. Information included on the worksheet is required to be entered into the online PTP application when the internet is available.

**22) Will a student's file be accessible to all district staff?**

No. Only staff that has been granted PTP access rights to the student's school or all schools in the LEA will have access to the PTP record. The district's PTP Application Administrator assigns these rights:  
<https://apps2.dpi.wi.gov/ldsutil/admin/lookup>

**23) Is there a way to get a hard copy of the drop down menus for each of the transition services areas (e.g., community living, employment)?**

All information contained in the dropdown menus is included in both the PTP Worksheet and the PTP Manual. Both documents are available on the [Indicator 13 webpage](#).

**24) When a PTP is completed twice in one year, will the record save the data as two separate records or will it change the data?**

The system will save all PTPs created for a student; however, data from the most currently submitted PTP will be used for Indicator 13 reporting.

**25) What reports are available in the PTP?**

Any user can view the following reports available in the PTP:

- Locked but not Submitted
- Students with no Associated WSN
- Submitted
- Unlocked PTPs
- PTP Records with Validation/Locking Errors
- PTP Records with 'Other' Descriptions
- New Meeting Required
- Student History

All reports can be downloaded into an Excel spreadsheet.

**26) Can a PTP be deleted?**

Yes, but only by Directors/Designees for PTPs that have not been submitted.

District Users and District Super Users do not have the ability to delete any PTP records.

There is also an auto-delete feature which will remove any Unlocked records one year from the record creation date.